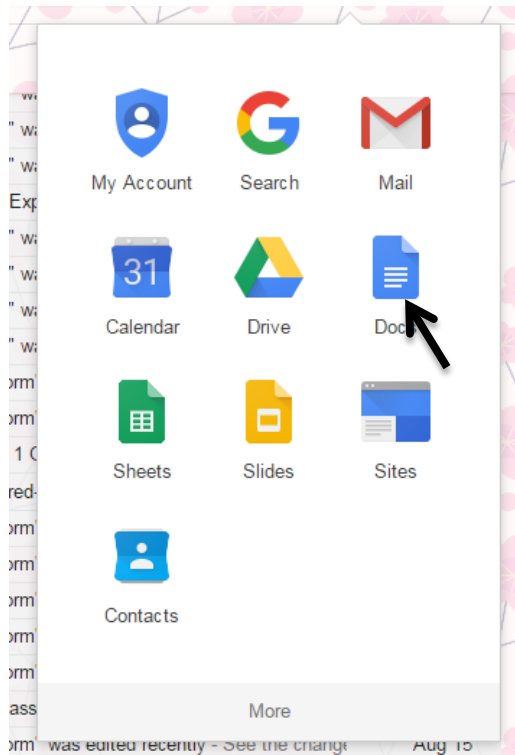
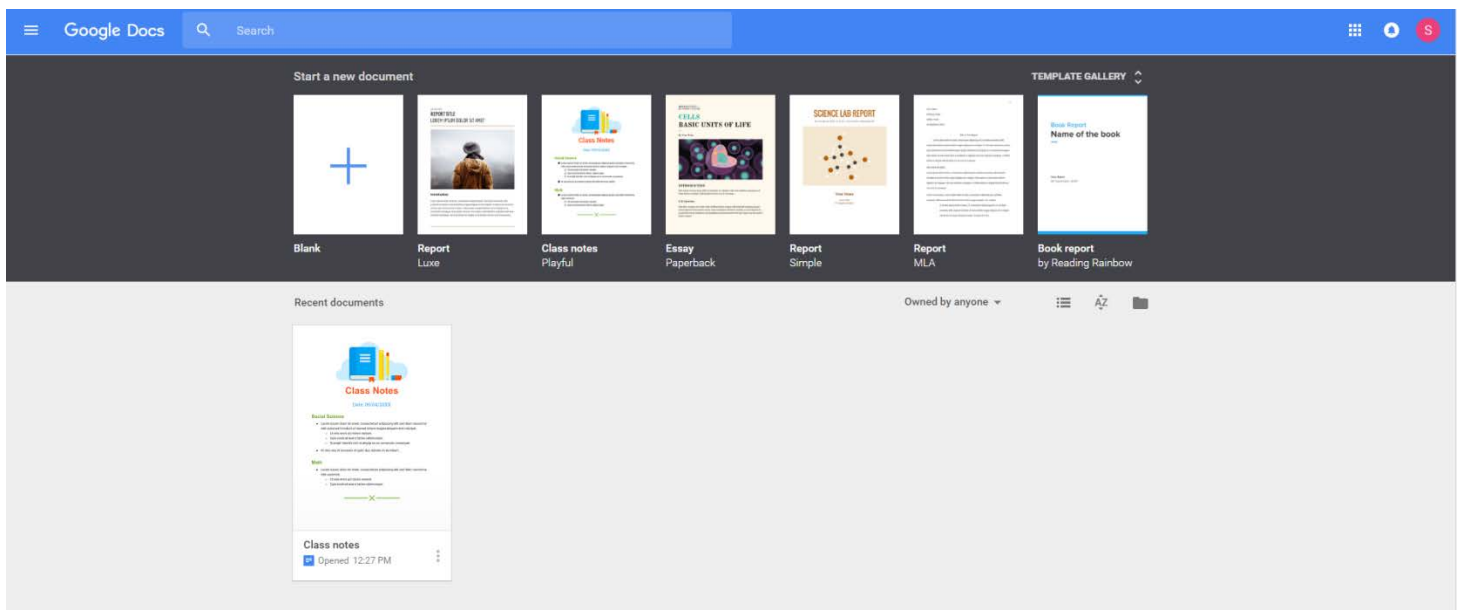


How to convert Google Doc to PDF

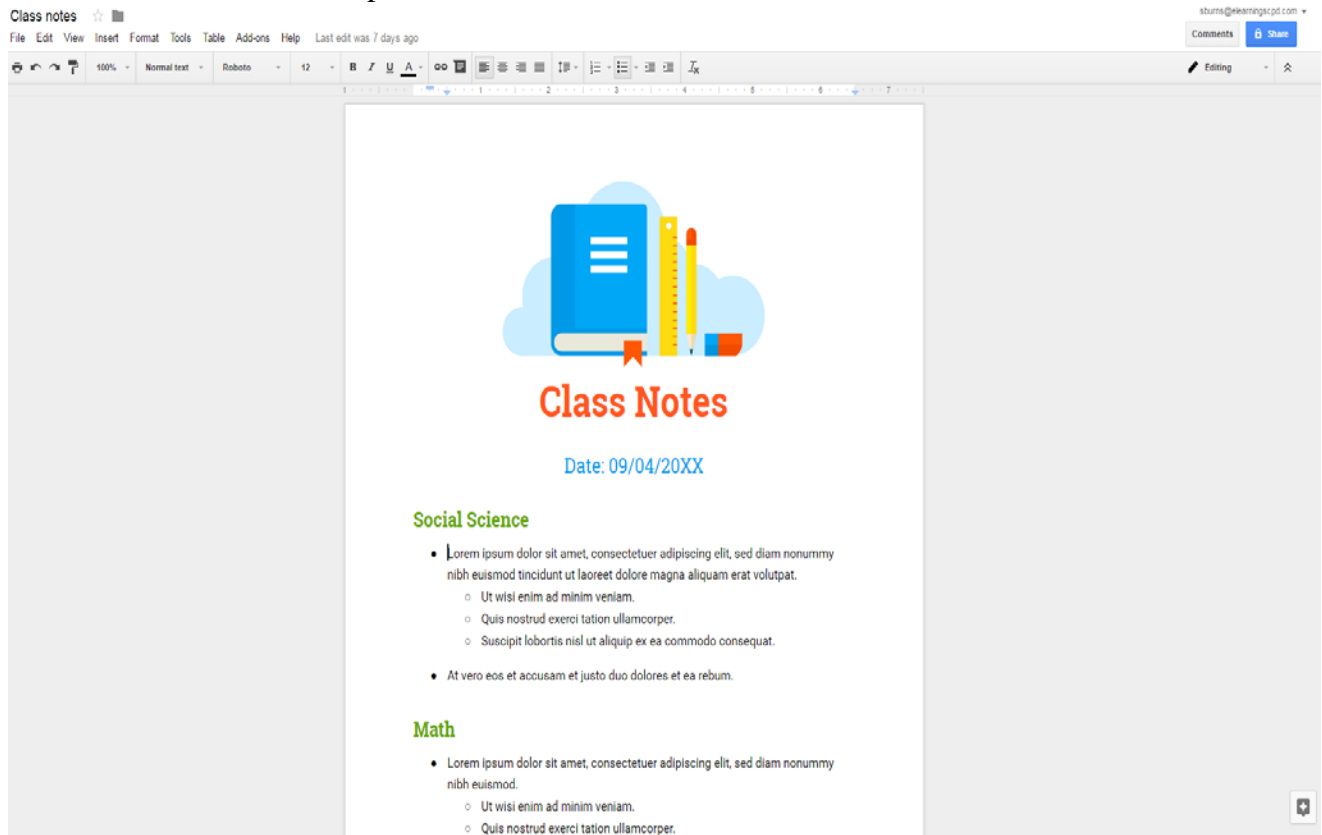
1. Go to Gmail account and select Docs option



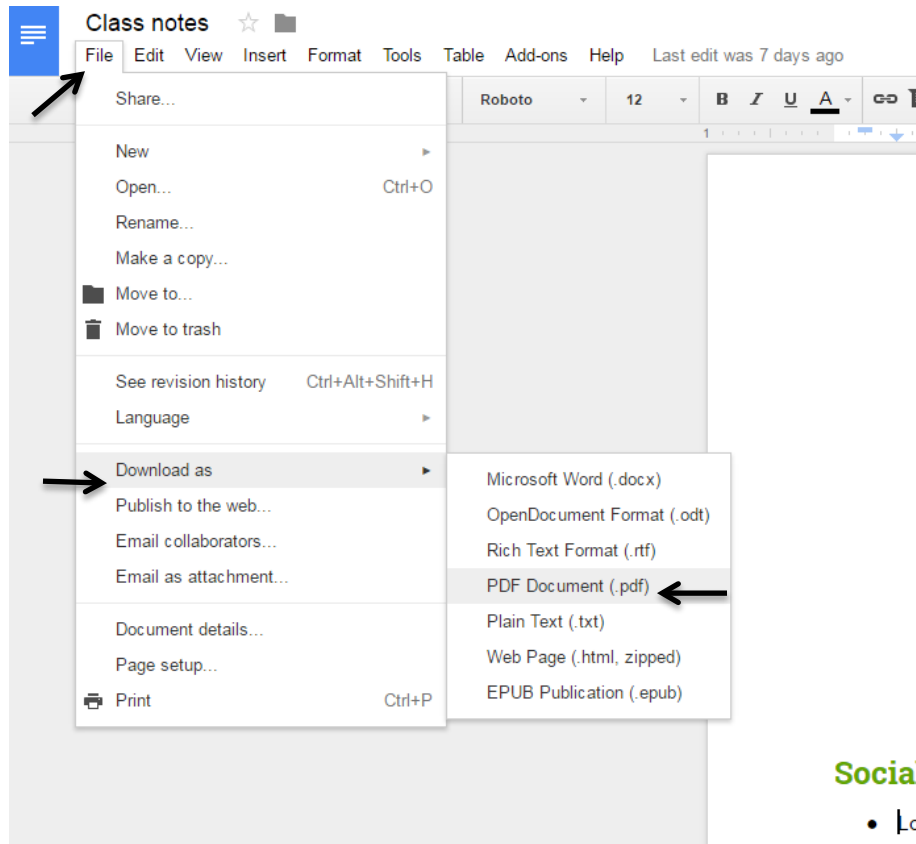
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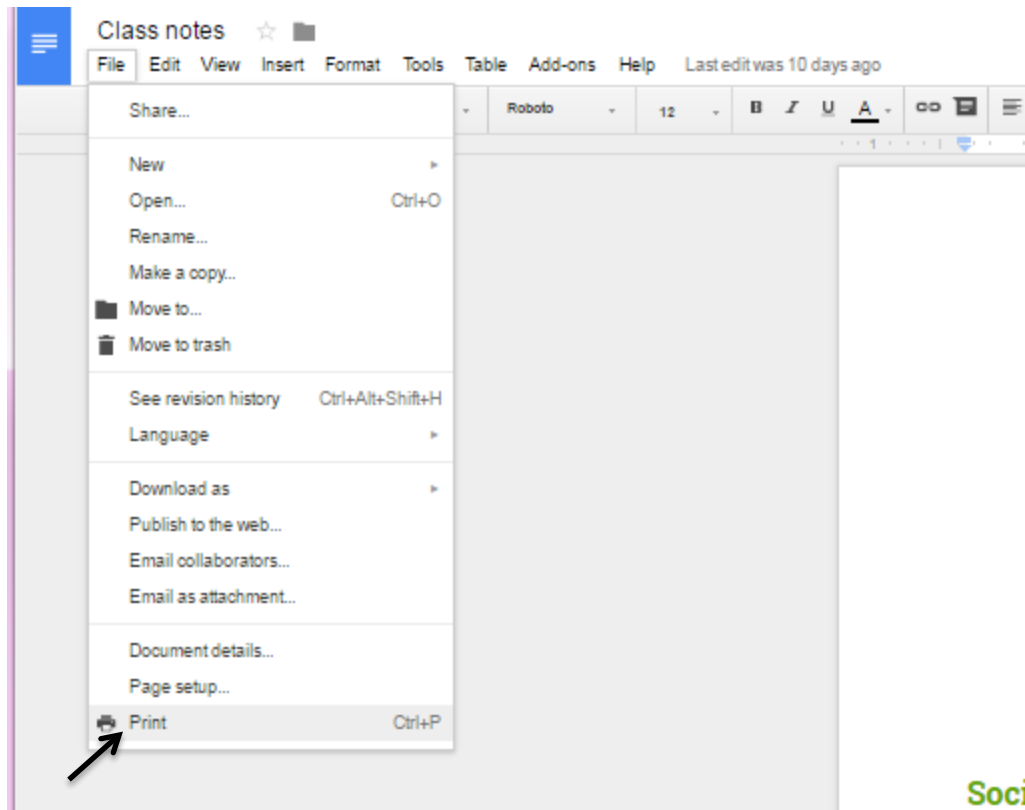


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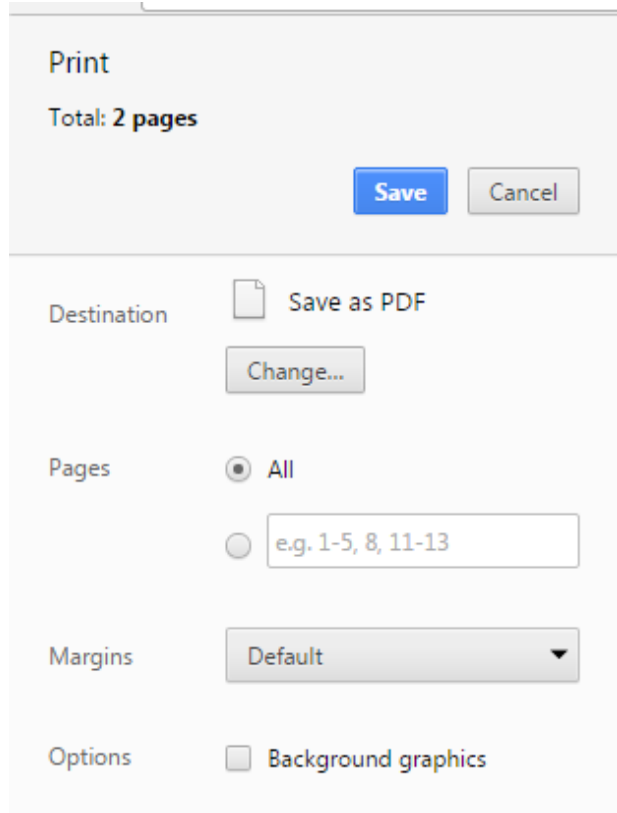
5. Here are two options for saving and uploading Google Docs the document will download as PDF and:

a. Select the File tab, scroll down and click print button

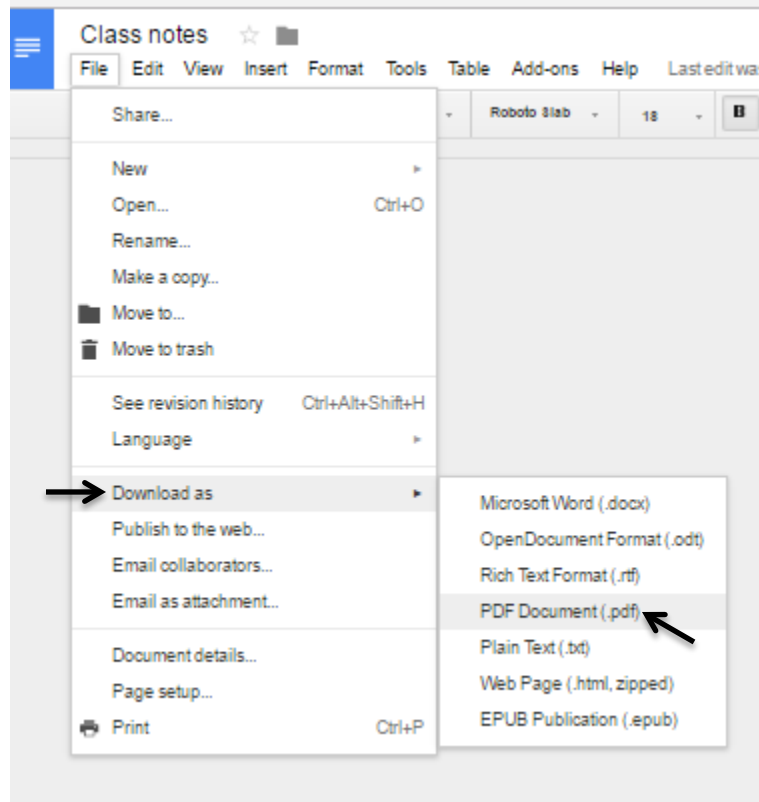


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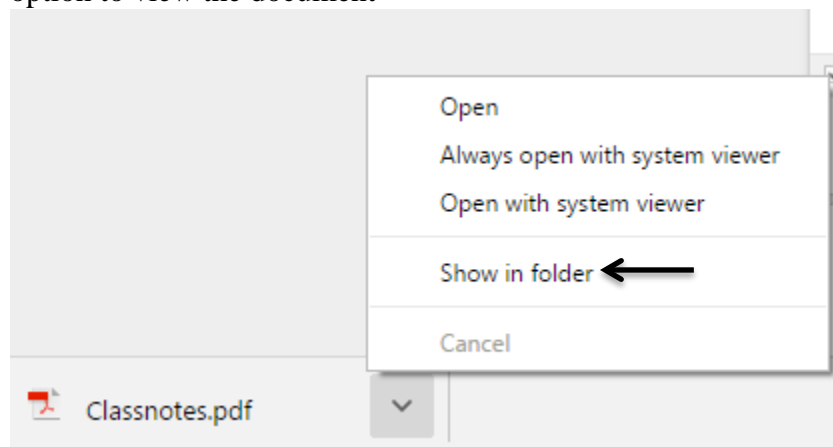
aa. Select the File tab, scroll down and click print button, you will enter another screen that will provide you with the option to switch from Print to Save as PDF.



- b. Select the File tab, select Download as and then select PDF Document



- bb. The document will then download as PDF file and user can select show in folder option to view the document



- bbb. Document will appear in your folder as PDF

